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**ESL Guide to American Business English- Geffner, Andrea B**

The author emphasizes that effective business English begins with mastering grammar and sentence structure, and presents a brush-up review of grammar and correct English usage. She also advises on achieving an appropriate business style that conveys the writer's message succinctly without resorting to stilted, overly formal language or meaningless jargon.

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The author emphasizes that effective business English begins with mastering grammar and sentence structure, and presents a brush-up review of grammar and correct English usage. She also advises on achieving an appropriate business style that conveys the writer's message succinctly without resorting to stilted, overly formal language or meaningless jargon.

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Author Andrea Geffner's advice to them is to relax and stop worrying about sounding "business-like" or "official." Correct but relaxed English is always preferable. This book will meet the needs of all ESL students—especially those in business schools—but can also serve as a general quick reference guide in any business office.

**ESL Guide to American Business English | Book by Andrea B**

Part Two has 6 chapters, and focuses on 6 different Business English Grammar issues common to the TOEIC. Each chapter has explanations of each grammar issue, and activities to test your understanding of that grammar. At the end of the book, there is a brief section on very general American business customs, and a glossary of business English words.

**Barron's ESL Guide to American Business English- Geffner**

av Andrea B Geffner. Häftad Engelska, 2016-09-28. Slutsåld. This updated edition provides clear, concise instruction on every form of business writing, from traditional business letters, reports, and memos to email and other electronic communications. The author emphasizes that effective business English begins with mastering grammar and sentence structure, and presents a brush-up review of grammar and correct English usage.

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Students of English as a second language who plan to do business in North America can become confused by jargon and formalisms that sometimes invade business correspondence. Author Andrea Geffner's advice to them is to relax and stop worrying about sounding "business-like" or "official." Correct but relaxed English is always preferable.

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Geffner, Andrea B. Barron's Guide to American Business English. Huckin, Thomas N. and Leslie A. Olsen. Technical Writing and Professional Communication for Nonnative Speakers of English, 2nd Edition. New York: McGraw-Hill, Inc., 1991.

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